

**3599**

**MARCH 1, 2021 - REGULAR MEETING**

Tiffin City Council met for its first meeting of the month in accordance with Codified Ordinance Section 121.03. President Focht opened the meeting at 7:00 p.m. via Zoom virtual technology. The invocation was given, and the Pledge of Allegiance was recited.

**ROLL CALL:** Council Clerk Ann Forrest recited roll call. Seven Council members were present: Bridget Boyle (1<sup>st</sup> Ward), Ken Jones (2<sup>nd</sup> Ward), Dawn Iannantuono (3<sup>rd</sup> Ward), Daniel Perry (4<sup>th</sup> Ward), Steve Lepard (At Large), Ben Gillig (At Large), and Zackery Perkins (At Large). Also attending were Mayor Montz, City Administrator Dale Thornton, Law Director Brent Howard, and Finance Director Kathleen Kaufman.

**PETITIONS:**

**Petition No. 103** (now amended to **Petition No. 107**) by Ned Behm, AAI Leasing LLC, to vacate a street (aka North St.) in the Second Ward of the City of Tiffin; **Petition No. 104** by Jeffrey A. Brickner to vacate a 12-foot wide alley in the Second Ward; **Petition No. 105** by Rich Zeis to vacate a street (aka South Street) in the Third Ward; and **Petition No. 106** by Rich Zeis to vacate a street (aka Orchard Street) in the Third Ward.

*The above petitions were referred to the Streets, Sidewalks and Sewers Committee.*

**MINUTES:** The February 16, 2021 Regular and Committee of the Whole meeting minutes were approved as written.

**COMMITTEE REPORTS:** None.

Councilman Jones announced a Materials & Equipment Committee meeting for Wednesday, March 10, 2021 at 4:00 p.m. via Zoom, to discuss Mayor's Request for Legislation #21-4 regarding the 2022 street salt purchase and any other business that may come before them.

Mayor Montz reported that completed a traffic study had been completed with proposed changes in several signals. They want to move fairly quickly so any changes can be made over the summer and traffic patterns can be in place before school starts. *Referred to Streets, Sidewalks and Sewers Committee.*

President Focht reminded Council and the public that there would be a Joint Public Hearing at the next meeting on March 15 to discuss Ord. 21-15, 21-16 and 21-17.

President Focht announced that no additional Committee of the Whole would be scheduled.

**REPORTS OF THE OFFICERS:**

**MAYOR AARON D. MONTZ**

Mayor Montz read a proclamation declaring March 2021 as Development Disabilities Awareness Month and introduced Lewis Hurst, Marta Mohr and Jenny Berman from the School of Opportunity. Hurst said that the theme this month is Seneca County Strong because of all the challenges with Covid-19 and illustrating their partnerships in the community. There have been a lot of virtual classes and learning working with the public library, Gem Yoga, Reclaim It and others, and they have partnered with the health department for vaccines. They contract with over 250 employees for day and residential services, which along with 120 direct employees, means there are almost 400 are employed throughout our community helping to support individuals with disabilities. Jenny Berman thanked the Mayor for the honor and said they would be hosting a drive-thru Palm Sunday chicken dinner; orders must be placed by March 19. Marta Mohr said that instead of the celebrity basketball game there would be a community-wide scavenger hunt on March 8 open to everyone. Hurst added that as a service project they are selling candles for the Kiwanis Aktion Club. He said they moved some services to the old Optima building, and they are hoping for a crosswalk to get to shopping areas. The long-term goal is to grow the school program and move the adult day program to that building.

Mayor Montz said he was saddened by the loss of former Council President Paul Elchert and asked for a moment of silence. He added that when he retired from Council, the trail at Oakley Park was named after him and “Make a Difference Day” was established. Montz said he never worried about himself and was about helping others. Law

### **3600**

Director Howard added that he had so many gifts and really knew our community. He knew how people felt, and he listened to them and brought it back to Council. Councilman Perry added that he couldn’t think of one person who ever said a bad thing about him. Councilman Jones said he had been his Second Ward councilman and his first introduction to Council. President Focht said he grew up knowing Paul and always had a great deal of respect for him. He had a great love for this community and was a great family man. He will be sorely missed as he left a real legacy in this community as one of the long-time elders on Council. He was at the forefront for changing the community attitude about commercial development. People listened to Paul and they believed in him. When Focht was in economic development he could lean on Paul and share ideas with him. He was a good man and a good friend. Councilman Lepard told of the time when he was working outside and Paul made five trips past his house with truckloads of brush when helping out a family that could not afford to hire the job or do it physically.

Mayor Montz announced that it had been a special day as TSEP and RGP announced that we had reached our highest rating yet by finishing 4<sup>th</sup> in the nation among 600 micropolitans in the nation. He said it was a testament of the great job Administration, City Council, TSEP, the Chamber and the business community had done. This is the 10<sup>th</sup> year in the top 10. Findlay finished 1<sup>st</sup> and Fremont finished 7<sup>th</sup> which is great for the area. He thanked City Council for its support. He noted that 2020 was actually very successful for the city as a whole as it was one of the few cities in this region to be up financially this year. We had a great January followed by a step back in February, but still at a record high compared to 2020. He commended Rich Focht for the work he did with SIEDC. He noted that we work together as a cohesive unit and other mayors are jealous. We have had a couple of big economic wins already this year, and for a population of 18,000 we are competing with communities of up to 50,000 and ranked #4 and in close competition with Findlay

Mayor Montz introduced Lori Brodie, who on behalf of State Auditor Faber, presented the City of Tiffin with the Auditor of State Award. They audit 5,900 entities and fewer than 8% meet the criteria for eligibility. Tiffin had a clean audit report as a result of the hard work of all employees and recognizing their fiscal integrity. Auditor Faber also sent a nice handwritten note regarding their work with the CARES Act funding to assist businesses. Finance Director Kaufman said it was an honor just to be nominated. She thanked her staff and said it is a team effort. President Focht congratulated her on behalf of Council, noting that she is an integral part of city government as it is important to have control of our finances, Finance Director Kaufman explained that e-File is now available for income tax returns; it has been tested, it works and training is now being done. Mayor Montz said he was also hoping for the ability to pay for sewer and other invoices online, and he said he appreciated her leadership.

The Mayor congratulated Tiffin Columbian and Calvert boys’ basketball winning seasons.

Mayor Montz introduced Bryce Riggs, Executive Director of the Seneca Regional Chamber of Commerce & Visitors Services for his annual report to Council. Riggs reported that in September 2020 they reached 359 members or the largest number in a decade, and they are now at 385 members. There is a new referral rewards program where members can get \$50 off their bill if they refer another organization that joins. Riggs broke down the value of a Chamber membership to four points: 1) Education, with a Power Hour for professional development, #wisdomWednesday, a new women’s leadership program, Social Media 101 and the new educators breakfast; 2) Relationships: the highly successful golf outing was postponed and rescheduled for September, Michelle Tuite received the Women’s Career Excellence Award and Larry Adelsperger the Outstanding Citizenship Award, and the BWC Safety Council Program was held virtually; 3) Promotions were done via social media, local billboards and ribbon cuttings, with member spotlights on the Seneca News Daily, virtual tours of businesses on social media to showcase businesses, and 4) Resources & Savings with nearly \$71,000 in Chamber Cash sold in 2020 in partnership with Old Fort Bank, a Member to Member Benefit card with 32 offers available to members and their employees. Upcoming events are the Chamber Golf Outing on June 10, the Educators Breakfast on September 12 and Casino Royale on September 25. An intentional decision was made to highlight Destination Seneca County to support businesses, and the sole source of funds to support it is the bed tax. A Tourism Council has been established to provide feedback on ways to better promote our community. Councilman Perkins noted that Riggs and his team do a fantastic job and social news feeds are working. Councilman Gillig

said this story represents his pushing for better and giving maximum effort to all his initiatives and involvements. President Focht noted his talent, expertise and love for our community which is hugely important, and he knew he would continue to do a great job for us. Mayor Montz said he was very appreciative and expressed kudos to him and his team at the Chamber.

### **3601**

**CLERK OF COUNCIL ANN FORREST:** No report.

**DIRECTOR OF FINANCE KATHLEEN KAUFMAN:**

Director of Finance Report for the month ending:	FEBRUARY 28, 2021
Total Receipts for the month:	\$4,159,882.22
Total Expenses for the month:	\$3,540,350.71
The General Fund unencumbered balance:	\$2,697,635.86

The income tax receipts for February 2021 were \$746,100.42. The total annual decrease in income tax receipts in February 2021 compared to February 2020 is \$139,742.10. The total year to date increase overall is 2.56%.

The .25% portion of income tax receipts that was transferred into Fund 215 for public streets for February 2021 is \$90,737.89.

The unexpended balance for all funds is **\$28,281,356.29**, which is the same as the bank balances for the same time period.

Councilman Jones requested an explanation for the 73% of the Law Director's budget was for prosecution. Las Director Howard explained that the budget item was for contractual services with the county prosecutor's office since 2018 for services that previously we had paid directly to employees. The decision was made with Council's approval to contract with the prosecutor's office, and we saved \$5,000 in legal research expenses the first year. Also, there is extra value provided to the City and the community since there are multiple prosecutors available at all times along with additional support staff to assist. He himself overseas it with the county prosecutor, but the actual employees and every day issues are handled by the prosecutor's office

Councilman Gillig moved to accept the finance report, as well as the bank reconciliation emailed to Council members on March 1<sup>st</sup>; Councilman Jones seconded. Voice vote was taken and motion was approved 7-0.

**DIRECTOR OF LAW BRENT T. HOWARD:** No report.

**WRITTEN COMMUNICATIONS:**

Mayor's Request for Legislation #21-5 – Traffic Warrant Studies

*Referred to Street Sidewalks and Sewers Committee*

Finance Director's Request for Legislation #F21-8 to amend the 2021 Budget Ordinance 21-11 to appropriate funds, and approve a transfer. This amendment is necessary in order to reclassify a 2017 advance from the General Fund to the Federal Urban Paving Grant as a transfer. (\$74,437.40).

*Legislation prepared under Ord. 21-18; request on file in Clerk of Council's office.*

Finance Director's Request for Legislation #F21-9 to amend the 2021 Budget Ordinance 21-11 to appropriate funds into the Parks Dept. Budget. (\$5,368.50).

*Legislation prepared under Ord. 21-19; request on file in Clerk of Council's office.*

**ORAL COMMUNICATIONS:** None.

**MOTIONS:** None.

**RESOLUTIONS:**

**Resolution 21-6**, introduced by Daniel Perry and read for the first and only time required.

RESOLUTION APPROVING THE APPOINTMENT BY THE MAYOR OF DEBORAH BAKER TO SERVE A TERM ON THE JULIA M. WELLER COMMISSION FROM THE PASSAGE OF THIS RESOLUTION UNTIL DECEMBER 31, 2025.

Councilman Perry moved for passage; Councilwoman Boyle seconded.

Roll call vote was taken on the passage, and it was approved 6-0.

**3602**

**ORDINANCES:**

**Ordinance 21-18**, introduced by Ben Gillig and read for the first time.

ORDINANCE AMENDING THE 2021 BUDGET ORDINANCE NO. 21-11 TO APPROPRIATE \$74,437.40 AND APPROVE A TRANSFER OF THOSE FUNDS IN ORDER TO RECLASSIFY A 2017 ADVANCE FROM THE GENERAL FUND TO THE FEDERAL URBAN PAVING GRANT AS A TRANSFER, AND DECLARING AN EMERGENCY.

Councilman Gillig moved for suspension of the three-reading rule and passage; Councilwoman Boyle seconded.

*Discussion: Finance Director Kaufman explained that the funds had not been listed correctly. Advances are to be returned to the General Fund, but since the Federal Paving Program cost more than originally expected could not be returned to the General Fund and must be reclassified as a transfer.*

Roll call votes were taken on the suspension, emergency and passage, and each was approved 7-0.

**Ordinance, 21-19**, introduced by Ben Gillig and read for the first time.

ORDINANCE AMENDING 2021 BUDGET ORDINANCE NO. 21-11 TO APPROPRIATE \$5,368.50 INTO THE PARKS DEPARTMENT BUDGET FOR THE EAST GREEN.

Councilman Gillig moved for suspension of the three-reading rule and passage; Councilman Perkins seconded.

*Discussion: Councilman Gillig explained that this was a reimbursement for signage and spring cleanup from East Green.*

Roll call votes were taken on the suspension and passage, and both were approved 7-0.

**OTHER BUSINESS:**

Law Director Howard explained that Ord. 21-18 and Ord. 21-19 were very similar since they cover an appropriation of money. The Charter section says the appropriation of current expenses can go into effect immediately. Ord. 21-18 did more than appropriate funds; it transferred funds and therefore had an emergency to go into effect immediately.

**ADJOURNMENT: 8:34 P.M.**

Approved this \_\_\_\_\_ day of \_\_\_\_\_, 2021

\_\_\_\_\_  
Presiding Officer of Council

Attest: \_\_\_\_\_  
Clerk of Council